



## CITY OF MORGAN HILL

17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037

### *Filing Requirements for*

### **TEMPORARY USE PERMIT**

#### **A. PURPOSE**

The Temporary Use Permit process is intended to allow uses of a temporary nature on **PRIVATE** property to exist for a specified length of time, in a manner which will not adversely impact the general welfare of persons residing in the community. A Temporary Use Permit shall be required for all uses listed in Section 18.54.160 of the Morgan Hill Municipal Code.

A Temporary Use Permit shall also be required for the placement temporary directional signs in the public rights of way as provided in Section 18.76.240 of the Municipal Code. ~~Subdivision~~ directional signs shall only be allowed in combination with a Temporary Use Permit for a tract sales office or model home sales complex

Uses on **PUBLIC** property must conform to regulations relating to Events on Public Property as provided in Chapter 12.16 of the Municipal Code.

#### **B. FILING REQUIREMENTS**

1. Initial Submittal
  - a. Uniform Application.
  - b. Three (3) sets of submittal plans (see section C)
  - c. Statement of proposed operations (see section D)
  - d. Filing Fees (see Fee Schedule attached to Uniform Application)
2. Final Submittal
  - a. Cash Deposit per Section 18.54.130 of the Municipal Code.
  - b. Hold Harmless Agreement per Section 18.54.150 of the Municipal Code
  - c. Insurance naming the City as an additional insured, in coverage amounts and types as required by the City Risk Manager per Section 18.76.240 L.4.d. of the Municipal Code. (see attached Insurance Requirements)

#### **C. SUBMITTAL PLANS**

A Site Plan shall be submitted for temporary uses that modify the physical operation of a developed property. The site plan should show:

1. The location of the existing buildings or improvements.
2. The layout of the proposed use including such things as activity areas, tables, booths, displays, portable toilets, etc.

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3. For temporary uses proposed for vacant sites, the site plan shall also show the location of ingress and egress, and the location of the required off street parking.
4. A Temporary use permit application for a tract sales office or model home sales complex must include a map showing the location the sales office or model home complex and the location of each temporary directional sign in the public right of way that is part of the directional sign program for that residential development.

**D. STATEMENT OF PROPOSED OPERATIONS**

Provide a written statement outlining the request for a temporary use permit. All statements must give a detailed description of the proposed use including the following information:

- hours and days of operation
- number of employees
- other information which effectively describes the proposed use

**E. USES OF A COMMUNITY-WIDE NATURE**

The applicant for a Temporary Use Permit of a community-wide nature is encouraged to contact the City's Economic Development Department and/or the Morgan Hill Chamber of Commerce for their assistance in promoting the community event. They can be contacted as follows:

City of Morgan Hill, Economic Development  
17555 Peak Avenue  
Morgan Hill, CA 95037  
(408) 779-7271

Morgan Hill Chamber of Commerce  
25 West First Street  
Morgan Hill, CA 95037  
(408) 779-7444

**F. CASH DEPOSIT**

The following cash deposits shall apply:

- \$1,500 for model homes;
- \$1,000 for sales/leasing offices;
- \$ 500 for subdivision directional signs;
- \$ 500 for all other types of temporary use permits